

## **Internship Information**

**Organization Name:** New Hampshire Film and Television Office

**Brief Description of Organization:**

The New Hampshire Film and Television Office, as part of the New Hampshire Department of Cultural Resources, works to expand business activity and employment throughout the state by acting as a liaison between the film industry and an established network of government agencies, the state's film industry workforce, and private residential and business property owners. The office is responsible for location assistance, public relations, literature publication and distribution, and general production support in an effort to broaden the cultural and economic impact of film and television production in the state.

**Address of Internship Site:** New Hampshire State Library, 20 Park Street, Concord

**Internship Job Title:** Assistant to the New Hampshire Film Specialist

**Intern Supervisor's Name/Title:** Matthew Newton, Film Specialist

**Intern's Duties and Responsibilities:**

- Assisting with the answering of phones and e-mails. Inquiries typically come from various production companies looking to shoot in New Hampshire.
- Making calls to New Hampshire's film industry to update their contact information for inclusion in the office's web-based production guide.
- Assisting with the fulfillment of location and production service requests.
- Other duties as assigned.

In addition to assisting in the everyday operations of the Film Office, interns may be assigned a specific project to provide hands-on experience in an industry-related task. These projects may include:

- Using the Film Office digital camera to take pictures and report on a designated filming location of interest.
- Breaking down a scene in a screenplay and reporting on the script's production needs (locations, actors, props, costumes, etc.) and how these needs can be met.
- Working with the crew of a film or television project as a Production Assistant.

**Desired Student Qualifications:**

Must be/have: basic knowledge of film production terminology and practices, ability to multi-task, good customer relation skills, detail-oriented, exceptional writing skills. Knowledge of New Hampshire film resources a plus. Must have enthusiasm, responsibility and an overall commitment to quality. As you may come into contact with government officials, business-casual attire and courteous communications skills are required.

**What the Intern Would Learn:**

Working in a state film office is similar to working in a production office for a television show or motion picture. While never as glamorous as working on a film set or being in front of the cameras, production office coordination is a behind-the-scenes and vital aspect of film production. Interns at the New Hampshire Film and Television Office will perform a range of duties associated with the everyday operations of a state-run production office and learn how the office and the volunteer-based Film Commission operate.

**Number of Positions Available:** One (1) per academic semester.

**Pay Rate:** Not Available

**Hours:** Twelve (12) hours per week, fifteen (15) weeks/academic calendar. Schedule TBD.

**Contact Information:** Matthew Newton, (603) 271-2220, [mnewton@library.state.nh.us](mailto:mnewton@library.state.nh.us)

**Application Instructions:** Submit a resume and cover letter to:

Matthew Newton  
Film Specialist  
New Hampshire Film and Television Office  
20 Park Street  
Concord, NH 03301